

Public Records Commission Meeting
July 19, 2006
Metro Southeast – Bellevue Room

The meeting was called to order by Chairman Larry McClanahan at 12:15 pm.

Members Present: Larry McClanahan, Ken Fieth, Bill Venson, Sam Coleman

Members Absent: Judge Steve Dozier, Bill Garrett, John Connelly

Guests: Brenda Edwards, Mike Potts, Marilyn Swing, David Diaz-Barriga, Terry Jackson

The minutes of the meeting of January 11, 2006 were approved.

Metropolitan Clerk Marilyn Swing presented an RDA covering 28 record series and the disposition schedule for those records. The motion to approve the RDA was made and adopted.

David Diaz-Barriga from the Assessor's Office – Personal Property Division presented an RDA for 6 record series from that office. A motion to approve the RDA was made and adopted..

Councilman Coleman asked if the Public Records Commission has a budget, and Mr. Fieth responded that there is no budget for the Commission.

Mrs. Swing discussed Executive Order 15 explaining that retraining in diversity and attendance at sexual harassment classes is required every 3 years for Commission members. Most Commission members have complied with the requirement at this time.

Mr. Fieth introduced the subject of the Archives charging a higher fee to commercial stock houses with wide-range distribution than to the general user for commercial use of photographs and images and requiring that an agreement be signed to assure that proper credit is given to the Metro Archives. Mr. Fieth explained that other archives usually charge fees on a sliding scale but that no other county archives in Tennessee have this type of access. Mr. Fieth agreed to gather additional information for discussion at the next meeting.

Mr. Fieth provided an update on the Elm Hill Pike facility. The plan is to turn one of the buildings into a media vault. The current plan is for the staff and high-use records to relocate to the former Ben West Library. One problem will be parking for patrons, as there is a need for short term and all day parking. Mr. Fieth will provide information on patron numbers to Councilman Coleman.

Mr. Potts reported that duplicate microfilm of property records from the Metro Planning Department has been transferred to the Tennessee State Library and Archives for daily

use by their customers. Transfer of the old cabinets in which the microfilm was stored will be submitted to the Metro Council for approval. The original records are the property of Metro Archives.

Mr. Potts also reported on the move of Metro Records Management to the Metro Southeast facility. The process took 40 days and about 34,000 boxes and books were moved, shelved and bar-coded. He reported that records requests have doubled since the move and space remains for approximately 10,000 additional boxes at this time. Ms. Swing commended Mr. Potts for successfully maintaining daily operations while the extended move took place.

Mr. Potts also reported that he is working with Water Services on their scanning and verification of images before the records are sent to the Records Center.

Mr. McClanahan acknowledged the passing of Jenella Okler at the Tennessee State Library and Archives

With no further business, the meeting was adjourned at 1:00.

The Commission was then treated to a tour of the new Record Management operation by Mike Potts.